

Deputy Sheriff Eligibility List

The Door County Civil Service Commission is accepting applications to create a new eligibility list for Deputy Sheriff.

Qualifications: U.S. Citizen; 20 years of age or older; valid Wisconsin driver's license; 2 yr. Associate Degree of Police Science or 60 hours credit in a related field from a fully accredited institution at the time of application, or be a certified Police Officer, or be certifiable in Wisconsin by the Wisconsin Law Enforcement Standards Board at the time of application is required. Vision correctable to 20/20; no felony convictions and no convictions of misdemeanor crime of domestic abuse according to Title 18, U.S. Code Sect. 922(g)(9); must be free from any physical, emotional, or mental conditions which might adversely affect the performance of essential functions of a Law Enforcement Officer; possess good verbal and written communications skills.

Applicants must successfully pass a written examination, oral interview, physical ability test, medical examination, drug screen, psychological examination, and background investigation.

Applications must be received by the Door County Civil Service Commission, c/o Human Resources Dept., 421 Nebraska St., Sturgeon Bay, WI 54235, no later than 4:30 p.m., July 10, 2015. EOE

**COUNTY OF DOOR
2015
DEPUTY SHERIFF
RECRUITMENT NOTICE**

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Qualifications: U.S. Citizen; 20 years of age or older; valid Wisconsin driver's license; 2 yr. Associate Degree of Police Science or 60 semester hours credit in a related field from a fully accredited institution of higher learning at the time of application, or be a certified Police Officer, or be certifiable in Wisconsin by the Wisconsin Law Enforcement Standards Board at the time of application is required; vision correctable to 20/20; no felony convictions and no convictions of misdemeanor crime of domestic abuse according to Title 18, U.S. Code Sect. 922(g)(9); must be free from any physical, emotional, or mental conditions which might adversely affect the performance of essential functions of a Law Enforcement Officer; have the ability to use all standard police equipment; possess good verbal and written communications skills.

Applicants must successfully pass a written examination, oral interview, background investigation, medical examination, drug screen, functional capacity test, and psychological examination.

TESTING PROCESS

An applicant is required to successfully complete all phases of the testing process established by the Civil Service Commission.

- A). **WRITTEN EXAM.** Wisconsin Personnel Partners will send out letters indicating a place and time where the exam will be proctored. **In order to continue with the recruitment process you must receive a score of 70% or above on the Written Exam.**
- B) **ORAL INTERVIEW.** Each applicant will be requested to respond individually to a set of questions from which the members of the Civil Service Commission and will rate you.
- C) **FUNCTIONAL CAPACITY TEST.** Selected candidate will be requested to complete a functional capacity test at the County's designated medical facility.

ELIGIBILITY LIST

The Eligible List will be approved by the Civil Service Commission. It will contain the names of those applicants who have achieved passing marks on the Written, Oral and Physical Ability test. This list will automatically expire one (1) year from the date of adoption unless extended or cancelled.

The following steps in the hiring process will only be given to selected candidates.

BACKGROUND INVESTIGATION

Selected candidates are thoroughly investigated as to their character and reputation which will ascertain the suitability of candidates based on the State of Wisconsin Law Enforcement Standards Board. Candidates will be required to complete background packets which will become a part of the application for employment.

PHYSICAL & DRUG SCREENING

Candidates offered employment are required to submit to a physical and drug screening at the County's designated medical facility.

PSYCHOLOGICAL EXAMINATIONS

After the candidate has been selected by the Sheriff, the candidate shall be given a psychological evaluation to determine whether or not the candidate is physically able to perform the essential functions of a Security Deputy. In addition candidates are given a psychological evaluation to identify behavioral patterns and personality characteristics which have been found to be predictive of future police performance difficulties. The psychological evaluation is conducted by a psychologist appointed by the Community Programs Mental Health Coordinator.

APPOINTMENT

Selection shall not be made based solely on examination scores. The Sheriff shall consider the background investigation, personal observation of the candidate by means of an interview, as well as test scores.

All Security Deputies will be on probation for 12 months.

Any candidate not selected to current openings may be given up to 2 more times to be selected as openings occur during the length of the eligible list.

**NOTE TO APPLICANTS FOR DEPUTY SHERIFF
POSITION**

©IMPORTANT

The first test to make the eligibility list for a position on the Door County Sheriff's Department is to complete the application correctly and to enclose all required documents and pictures. **On an average, 50% of the applications are rejected because they fail to file a complete application.** Please take your time to read all instructions so you will file a complete application.

INSTRUCTIONS TO APPLICANTS FOR DEPUTY SHERIFF POSITION

- (1) Enclose this supplemental form with the attached application. Answer all questions and affix your signature in all spaces where requested. If any question does not apply to you, indicate "NA" in the space provided. Questions relating to the condition of your health **MUST** be answered. Omission of significant medical information is grounds for disqualification. Incomplete applications will be rejected and the Commission is not obligated to contact you to obtain needed information.
- (2) A recent picture of **you** **MUST** accompany this application.
- (3) **Door County requires all candidates to complete Section 6, General. Submit on a separate piece of paper your answers to all questions.**
- (4) You **MUST** supply a **certified** copy of your high school and college transcripts with your application. Institutions which will only send transcripts to employers, should mail them to the Door County Civil Service Commission, c/o Door County Human Resources Dept., 421 Nebraska St., Sturgeon Bay, WI 54235.
- (5) When you have completed these forms, place them in an envelope and seal it. Address the envelope to Door County Civil Service Commission, c/o Door County Human Resources, 421 Nebraska St., Sturgeon Bay, WI 54235. **Mark the words "Application" on the address side of the envelope.** (You need not include a return address on the envelope unless you wish to do so.)
- (6) Your completed application must be received by the Door County Civil Service Commission by 4:30 p.m., July 10, 2015. Postmarks will not be honored.
- (7) Applications will be reviewed after the deadline date. Those applicants meeting minimum qualifications will be notified of the date, time and location of the written exam by the State of Wisconsin.
- (8) We ask that you comply with these formal requirements so that each applicant can be given an equal opportunity to be evaluated for the position or positions for which we are testing. **INCOMPLETE APPLICATIONS WILL BE REJECTED!**

Continued on Next Page

VETERANS PREFERENCE POINTS

Those claiming veteran's points are entitled to do so for entry level exams only. Indicate if you wish such applied in this exam.

() YES, I qualify **(include a copy of DD214)**

() No

- (8) Complete and sign the Physical Ability Disclaimer.
- (9) Complete and sign the Authorization for Release of Records.

This authorizes the Door County Civil Service Commission, through its designated representatives to contact any person listed as a reference or any other source deemed necessary to obtain access to any and all personal records pertaining to my employment, medical, credit rating, records of arrest if any, driver records, and other records necessary for the purpose of conducting a comprehensive background and character investigation. I further stipulate that this form itself does not constitute a part of my confidential personnel file, and may be displayed by the Commission as evidence that I have authorized such investigations and record searches.

DATE: _____ SIGNED: _____

WITNESSED BY: _____

PHYSICAL ABILITY DISCLAIMER

I, _____, the undersigned, being an
(Please Print)

applicant for employment with the Door County Sheriff's Department, acknowledge and understand that as a prerequisite to employment with such department and that as part of the employment application process, I must take certain tests and go through certain testing procedures, including a Physical Ability Examination. For myself and on behalf of my heirs and assigns, I do hereby release and absolve the County of Door and its Civil Service Commission and its Sheriff's Department, of any liability for injury that may occur to my person and body as a result of my taking such Physical Ability Examination or any other test required of me. On behalf of myself, my heirs, and assigns, I hold the County of Door and its Civil Service Commission and Sheriff's Department harmless from any claims, demands and causes of action that may arise from injury to my person and body or from my death as a result from my participation in any such Physical Ability Examination or other employment application tests or programs. I voluntarily execute this agreement in consideration for the opportunity to apply for employment with the County of Door.

Dated this _____ day of _____, _____.
(Month) (Year)

Signature of Applicant

Witnessed By: _____ Date: _____

AUTHORIZATION FOR RELEASE OF RECORDS

TO WHOM IT MAY CONCERN:

I, _____, the undersigned, hereby
(Please Print)

authorize you to release to the County of Door, as a prospective employer, any and all personal records pertaining to my employment, medical, credit rating, records of arrest if any, driver's records, and any other records and information necessary for the purpose of the County of Door conducting a comprehensive background and character investigation to aid the County of Door in determining whether I am a suitable candidate for employment with the County of Door. I further stipulate that this form itself does not constitute a part of my confidential personnel file and may be displayed by the County of Door as evidence that I have authorized such investigation and record search.

Driver's License #: _____ State: _____

Date of Birth: _____

Dated this _____ day of _____, _____.
(Month) (Year)

Signature of Applicant

Witnessed By: _____ Date: _____



APPLICATION FOR EMPLOYMENT

LAW ENFORCEMENT, JAIL OR SECURE JUVENILE DETENTION OFFICER

NOTICE: All questions must be answered. Incomplete or illegible applications will not be considered. If the space provided is insufficient for complete answers or you wish to furnish additional information, please attach additional pages.

1. PERSONAL INFORMATION

Name (Last, First, Middle)			Social Security # (xxx-xx-xxxx)
Address (Apartment, Street, P.O. Box)			Home Telephone Number
City	State	Zip Code	Work Telephone Number
Email Address			Cell Phone Number

Have you successfully completed the basic training required for certification (i.e. 520-hour law enforcement academy)? Yes ☐ No ☐

If yes, what type(s) of basic training have you successfully completed? Law Enforcement ☐ Jail ☐ Secure Juvenile Detention ☐

If applicable, include the name of the school where you completed basic training and the date that training was completed:

Are you at least 18 years old? Yes ☐ No ☐

Are you a United States citizen? Yes ☐ No ☐

Do you have a high school diploma, GED or HSED? Yes ☐ No ☐

Do you have an Associate Degree or 60 associate degree level credits or higher from an accredited college or university? Yes ☐ No ☐

If No, were you employed as a law enforcement officer prior to February 1, 1993? Yes ☐ No ☐

The college credit requirement as written in Wisconsin Administrative Code § LES 2.01(1)(e), pertains to law enforcement and tribal law enforcement officers first employed on or after February 1, 1993.

Have you ever been convicted of a felony? Yes ☐ No ☐

Have you ever been convicted of a misdemeanor crime of domestic violence? Yes ☐ No ☐

Are you prohibited by state or federal law from possessing a firearm? Yes ☐ No ☐

Do you possess a valid Wisconsin driver's license or a valid driver's license from another state? Yes ☐ No ☐

2. EDUCATION

Name of School(s)	Dates		Degree, Diploma, or Credits Earned
	From (mm/yyyy)	To (mm/yyyy)	
High School(s)			
College(s)			

3. EMPLOYMENT

Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. To furnish additional employment information, attach sheets of the same size and format as this application.

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Annual Salary/Wages:
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Annual Salary/Wages:
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Annual Salary/Wages:
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

4. MILITARY SERVICE

Branch of Service	From (mm/yyyy)	To (mm/yyyy)	Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty

Honorably Discharged from Military Service? Yes ☐ No ☐ Not Applicable ☐

5. REFERENCES

Give three references (not relatives, or present employer; avoid listing members of the clergy).

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

6. GENERAL

COMPLETE IF INSTRUCTED TO DO SO BY EMPLOYING AGENCY.

Attach no more than one additional page for each answer.

Door County requires completion of this section.

- Why have you chosen to apply for this position?
- Discuss things you have done which have contributed to your life experience. Be sure to include information regarding volunteer work with civic, school, or professional organizations. Be specific about names and dates.
- Why do you believe you could relate to and/or work with people of different races, genders, cultures, ages, socio-economic groups, and educational levels?

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

Information provided and statements made as part of this application may be grounds for not employing you or for dismissing you after you begin work. All information and statements made are subject to verification.

CERTIFICATION

ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION, ARE COMPLETE, CORRECT, AND TRUE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT IF I AM EMPLOYED, FALSE INFORMATION PROVIDED OR FALSE STATEMENTS MADE AS PART OF THIS APPLICATION MAY BE CONSIDERED AS CAUSE FOR DISMISSAL.

Applicants Signature

Date Signed

Under the provisions of § 19.36, Wis. Stats., I request that my identity as an applicant for this position not be revealed without my consent or until required under law.

Applicants Signature

Date Signed

Applicant Data Record

Applicants are considered for all positions without regard to race, creed, color, religion, sex, national origin, ancestry, age, marital or veteran status, sexual orientation, arrest or conviction record, or the presence of a non-job-related medical condition, or disability.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential file separate from the Application for Employment.

Position Applied For: Deputy Sheriff – July 10, 2015 Recruitment

Referral Source: ☐ Walk In ☐ Employment Agency
 ☐ Friend ☐ Relative ☐ Other
☐ **Advertisement - Newspaper, Internet (please “✓” applicable source)**
 ☐ WILENET ☐ Door County Website ☐ Job Net/Internet
 ☐ Door County Advocate
 ☐ Other - School

Your Personal Data:

Last:	First:	Middle:
Address:	City:	State/Zip:

AFFIRMATIVE ACTION SURVEY

Government agencies require periodic reports on sex, ethnicity, disabled and veteran status of applicants. This data is for analysis and Affirmative Action only. Information submitted will be removed prior to application review.

Check One: ☐ Male ☐ Female

Check one of the following race/ethnic groups:

White	Black	Hispanic
American Indian	Alaskan Native	Asian
Pacific Islander	Other (specify)	

Check if any of the following are applicable: ☐ Vietnam Veteran
 ☐ Disabled Veteran
 ☐ Disabled Individual

COUNTY OF DOOR

DEPUTY SHERIFF SECURITY

Status: Represented Union
Department: Sheriff
EEO: 04 Protective Services

Pay Grade: F
Revision Date: 01/27/2014

General Summary

Under the general direction of the Sheriff, and/or his/her designee. The Shift Sergeant is the direct supervisor. This position is responsible for enforcing all state, county, and federal laws and regulations; investigates criminal activities; assists citizens; makes arrests; does criminal & process serving; completes routine public relations activities; performs various duties within the County Jail.

Duties and Responsibilities

Essential Job Functions

1. Conduct prisoner intake procedures which include medical/mental health screenings, administering a PBT, pat-down search, fingerprinting, photos, inventory property, receipt money, enter data into records management system, assign clothing/bedding and appropriate housing assignments.
2. Supervise prisoners by conducting regular security checks of the general jail areas, housing units, kitchen, laundry, programs room, recreation area, Huber area and visitation. Conduct regular security inspections of all areas of the facility to help ensure the security and safety of prisoners, staff and visitors.
3. Prepare prisoners for travel to court, visits from attorneys and transport prisoners between the jail and the courts.
4. Works an assigned shift using own judgment in deciding course of action in dealing with routine duties, emergency situations, and overall jail operations.
5. Respond to prisoner disturbances, medical or mental health emergency or requests for assistance. Provide assistance to prisoners in dealing with medical or mental health needs.
6. Prepare reports including daily activity logs, visitation logs, intake and release paperwork, commissary records, incident reports, medical/mental health screening forms, etc.
7. Distribute prisoner medications, meals, laundry, mail and commissary.
8. Process Huber prisoners in and out of the facility for work release.
9. Confirm the prisoners are abiding by the established rules of the facility in documented reports and take appropriate disciplinary action for violations.
10. Carry out duties in conformance with Federal, State, County and City laws and within departmental policies and procedures.
11. Perform transports of prisoners outside the facility.

General Job Functions

1. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
2. Coordinates activities with other officers/deputies or other departments as needed, exchanges information with officers/deputies in other law enforcement agencies, and obtains advice from the District Attorney's Office and Corporation Counsel Office regarding cases, policies and procedures, as needed and assigned.

COUNTY OF DOOR DEPUTY SHERIFF SECURITY

3. Carries out duties in conformance with Federal, State, County, and City laws, ordinances and departmental policies and procedures.
4. Administer proper breathalyzer procedure.

Reporting Relationships

Reports to Sheriff, and/or his/her designee.

Training and Experience

1. High School diploma or equivalent.
2. Minimum of two (2) year Associate Degree from an accredited technical school or sixty (60) credit hours from a college or university in police science, criminal justice, or related field. Successful completion of Correction Training Officer (CTO) training and evaluation program.
4. Working knowledge and ability to use a computer and current software programs.
5. Ability to type a minimum of 30 words per minutes determined by a standard keyboarding test.

Knowledge, Skills and Abilities Required

1. Knowledge of laws, regulations, ordinances and departmental policies and procedures which impact duties in jail.
2. Knowledge of personal self-defense.
3. Knowledge of current policing jail methods and procedures.
4. Ability to use tact and discretion to optimize safety and control.
5. Ability to react quickly, both mentally and physically, to any situation.
6. Ability to and skill to use and operate a variety of jail equipment.
7. Ability to prepare accurate reports.
8. Ability to operate: radio, handcuffs, computer, first aid equipment, copy machine, fax machine, camera, fingerprint equipment, intoxilyzer, PBT, Taser, SCBA equipment, and other related equipment.

Physical and Work Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work conditions vary by shift. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect

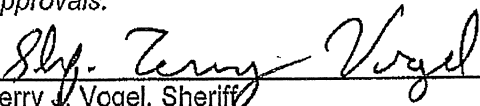
**COUNTY OF DOOR
DEPUTY SHERIFF SECURITY**

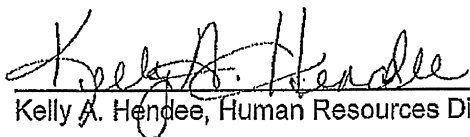
buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses or suspects' testimonies, etc.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 166.03 (4) (a) – (d) Wis. Stats. and County emergency management plans and programs.

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel so classified." This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Door County retains and reserves any or all rights to change, modify, amend, add to or delete from the section of this document as it deems, in its judgment, to be proper.

Approvals:

 2-07-14
Terry J. Vogel, Sheriff Date

 2/7/14
Kelly A. Hendee, Human Resources Director Date

DOOR COUNTY SHERIFF'S DEPARTMENT

ENUMERATION OF BENEFITS

POSITION

Deputy Sheriff

WAGES (2015 Rate)

	<u>START</u>	<u>6 MOS.</u>	<u>1 YEAR</u>	<u>2 YEARS</u>	<u>3 YEARS</u>	<u>4 YEARS</u>	<u>5 YEARS</u>
Deputy Sheriff	\$26.12	\$26.51	\$26.90	\$27.75	\$28.60	\$29.44	\$30.24

Based on 1,947 Hours per Year

HOSPITALIZATION, MEDICAL & DENTAL BENEFITS

87.2% paid for Single PPO Plan, employees pays \$108.91/month (\$500.00 deductible)
87.2% paid for Family PPO Plan, employee pays \$272.29/month (\$1000.00 deductible)

Dental 100% paid by County (Single or Family Plan)

Employee eligible for coverage the first of the month following their start date.

VACATION - (Accrued on a monthly basis)

Two weeks after one year. Employees are not allowed to take vacation until after completion of 12 months of continuous service.

Three weeks after seven years.

Four weeks after fifteen years.

Five weeks after twenty-four years.

SICK LEAVE

Sick leave shall accrue at a rate of one (1) day for each calendar month of service, and is available to use after the employee has passed their 1 year probationary period.

HOLIDAYS

Total eight paid Holidays. Newly hired employees shall be eligible for holiday pay after six (6) months of employment.

OVERTIME

Paid at 1½ times pay or compensatory time off.

UNIFORMS/EQUIPMENT

100% County paid.

WORK WEEK

Six Days on Duty followed by Three Days Off